

Approved May 10, 2005

**MINUTES
REGULAR QUARTERLY MEETING
ARKANSAS WORKFORCE INVESTMENT BOARD
April 12, 2005**

Chairman Steve Lux called to order a meeting of the Arkansas Workforce Investment Board, at 9:00 a.m., on Tuesday, April 12, 2005. Members who were able to participate included: Ms. Marguerite Abowitz, Mr. Tom Anderson, Dr. Dan Bakke, Dr. Linda Beene, Mr. Bobby Blount, Mr. Larry Featherstone, Ms. C. Ann Fleming, Mr. George French as proxy for Dr. Steve Franks, Mr. Willie Gilbert, Ms. Linda Gray, Ms. Diane Hilburn, Mr. Steve Lux, Mr. Harold Majors, Mr. Eddie Miller, Ms. Lucretia Norris (Governor's Liaison,) Judge Frank Scroggins, Mr. Jim Smith, Mr. Steve Sparks as proxy for Mr. Larry Walther, Mr. Bill Warren, Mr. Franklin Wise, and Mr. John Wyville. Members who were not able to participate included: Ms. Terry Baker, Sen. Gilbert Baker, Ms. Sydney Case, Mr. Phillip Hood, Mr. James Hudson, Mr. Alan Hughes, Ms. Catherine Janosky, Mr. Kurt Knickrehm, Mr. Jim Knight, Mr. Ken Milbrodt, Mr. Steven Morgan, Mr. Mike Norton, Mr. Dalton Price, Mr. Micheal Rebick, Ms. Frieda Tirado, and Mr. Artee Williams. Representatives from the public and members of the AWIB staff were present, as well as, Ms. Kajuana Donahue and Ms. Kate Hudson from the Department of Labor.

Chairman Lux began by welcoming everyone to the meeting.

Report of Executive Director: Chairman Lux asked Ms. Winston for the Executive Director's report. Ms. Winston began by informing the board that the staff has been working on the State Unified Plan and the State Youth Plan, which are due to the US Department of Labor (USDOL) on May 31. Next, she discussed the current negotiations of WIA Performance Measures being facilitated with USDOL. She then discussed the response to the report from the Office of Inspector General (OIG,) sent on March 25, which included the status on Workforce Center Certification, the AWIB Sanctions Policy, Technical Assistance to Locals, funding of required State Activities, modifications to Local Plans, and the USDOL Performance Enhancement Project.

Next, Ms. Winston discussed the projects that board staff are currently working on which include: preparation of reports for the Budget Committee; the Incumbent Worker Training Program's new application form – which was sent to USDOL on April 11; the completion of new board member orientation on March 21; planning of orientation for CEO's and Local Board Chairs; continued monitoring of WIA Reauthorization and State legislative actions; collaboration with the Arkansas Employment Security Department (AESD) on the creation of a Local Area report form for use by the ten local workforce investment areas in making presentations to the board in future meetings; planning and staffing of the Delta Regional Authority Advanced Leadership Conference being hosted by Arkansas on April 28; staff assignments for the Governor's Priorities for AWIB listed below:

1. The President's High Growth Job Training Initiative:
 - JeanAnn-Healthcare; Construction
 - Amanda-Transportation; Construction
- A. National Governor's Association Pathway's to Advancement Project
 - Rob Marek
- B. Statewide Youth Initiative to Serve the Neediest Youth
 - JeanAnn Reed

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C. Outreach and Service Delivery to Persons with Limited English Proficiency:

Amanda Isbell

D. Statewide Initiative for Mature Job Seekers and Employers:

Rebecca Trammell

Three initiatives staff will be working on outside the Governor's mandated five. Those are Faith-Based Initiatives, Improved Access for Persons with Disabilities, and Increased coordination with the Arkansas Employment Security Department (AESD) and the Arkansas Department of Economic Development (ADED) through the E-3 Program titled *Workforce One – Driven by Demand*. And the last issue the board staff is currently working on is the redesign/update of the AWIB website

Next, Ms. Winston explained that she would like for each board member present to sign-up for new committees being formed that will be focused on the Governor's Priorities for AWIB.

Next Ms. Winston discussed the Governors Five Priorities for the AWIB and the new committees being formed for each of the priorities, with a staff person as a liaison, to focus specifically on each issue and asked that the board members present sign-up for one of the committees.

Information Item 6 – USDOL Performance Enhancement Project: Chairman Lux asked the members to turn to page 26 of their agenda packet. He explained that Ms. Kate Dunham of the USDOL was going to give a presentation on the Performance Improvement Project and that she needed to begin first due to her schedule. He introduced Ms. Dunham and she began her presentation by stating that the PEP was in it's third year and was just now getting to Arkansas. She stated that measures/performance in Arkansas had been reasonably good. She overviewed the information given in the agenda packet and answered questions from the board.

Action Item 1 – Minutes of March 8, 2005, Executive Committee Meeting: Chairman Lux instructed the member to turn to page 2 of the agenda packet. **The minutes were approved on a motion made by Mr. Tom Anderson, seconded by Mr. Harold Majors and carried unanimously.**

Action Item 2 - Budget Committee Recommendations: Chairman Lux asked everyone to turn to page 5 for a report from the Chairman of the Budget Committee, Mr. Jim Smith, who began by introducing the Budget Committee members and thanking them for their time and enthusiasm in serving on the committee. He then explained the information provided in the agenda packet, after some discussion, a reminder that the \$1,042,201, amount was from Plan Year 2003 monies which needed to be obligated by June 30, 2005 to avoid recapture **a motion to accept the Budget Committee recommendations was made by Chairman Steve Lux, seconded by Mr. Harold Majors and carried unanimously.**

Information Item 3 - US Department of Labor Regional Office Monitoring Visit: Chairman Lux explained that this topic had been covered in the Executive Directors report and asked the board to move on to the next agenda item.

Action Item 4 - AWIB Sanctions Policy: Chairman Lux asked Ms. Amanda Isbell of the AWIB staff to answer any questions related to the Snactions Policy on page 8 of the agenda packet. Ms. Isbell discussed the history of the policy, explaining that it had been through two public comment periods and that all comments had been reviewed and some suggestions had been cause for changes to the policy. She then answered questions from the board and **a motion to accept the Sanctions Policy, as presented in the**

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agenda packet, was made by Mr. Franklin Wise, seconded by Mr. Tom Anderson and carried unanimously.

Action Item 5 - AWIB Incentives Policy: Chairman Lux instructed the members to turn to page 20 in their agenda packets and then asked Elroy Willoughby, Deputy Director-AWIB, to discuss and answer any questions. Chairman Lux also stated that this is the first draft of the policy, which if approved would go out for a thirty day public comment period. Mr. Willoughby explained the policy and answered questions. **A motion to approve the Incentive Policy for review by the USDOL and for release to the public for a thirty-day comment period was made by Mr. John Wyville, seconded by Ms. Marguerite Abowitz and carried unanimously.**

Information Item 7 - AWIB Orientation: Chairman Lux asked the members to turn to page 27 of the agenda book to hear about the April 21, Board Orientation session held by the AWIB staff. He then asked Ms. Jean Ann Reed, Business Relations Team-AWIB, to discuss the session. Ms. Reed explained that the Orientation for new AWIB members was conducted on March 21, from 9:00 a.m. – 3:00 p.m. She explained that, based on feed back from the attendees that the session went very well. She told the Board that the AWIB staff had prepared orientation books for all members and that they were available at the meeting today.

Announcements: Chairman Lux then announced that next month's meeting would be an Executive Committee meeting, to be held Tuesday, May 10, 2005

Adjourn: With no other announcements or questions, Chairman Lux asked for a motion to adjourn. **A motion was made by Mr. Harold Majors, seconded by Mr. Franklin Wise and carried unanimously.**



Steve Lux, Chairman



Sandra Winston, Executive Director

*Minutes recorded by Kim Kight
Workforce Investment Board Staff*